



# Foreign Affairs Manual

## 2 FAM – General

Change Transmittal: **GEN-360**

Date: July 9, 2009

---

## 2 FAM 1430

# OFFICIAL VISITS AND ENTERTAINMENT

### Changes

1. Miscellaneous changes were made to certain sections:
  - **2 FAM 1434.2 Entertainment by the Secretary and the Acting Secretary:** The type of entertainment provided in honor of distinguished foreigners is decided by the host and can be done in various formats, such as breakfast, lunch, tea, dinner, or a reception with or without music.
  - **2 FAM 1434.3 Entertainment by the Deputy Secretary, Under Secretaries, Assistant Secretaries, or Equivalent:** The Benjamin Franklin and Henry Clay Rooms are open only to Assistant Secretaries and above for entertaining. The Robert Livingston room is the official dining room for the Deputy Secretary and is available only to others with his or her approval.
2. This change transmittal updates the procedures for arranging official visits and entertainment and the responsibilities of the Office of Protocol in clearing requests for approval of official visits.
3. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.
4. Revisions since the last update appear in *italics* and *dark magenta*. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes appear in italics, which provide a historical record of changes.
5. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

## **Filing Instructions for Paper Copies**

1. Remove and discard old subchapter 2 FAM 1430 (CT:GEN-321, 11-08-2005; 5 pages) and replace it with revised subchapter 2 FAM 1430 (5 pages).
2. After inserting the material in the binder, insert this Change Transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:GEN-360, and initial.

## **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

**(S/CPR)**